

VISITORS TO NURSERY

1.0 Purpose:

To ensure clear communication and provide guidance for entry of Nursery.

2.0 Responsibility:

The manager/ supervisor shall ensure this procedure is adhered to.

3.0 Procedure:

3.1 Parents of children at Nursery/ Parents of children wishing to join the Nursery

Parents of children should make an appointment with the Manager

3.2 Visitors to Nursery

Visitors to Nursery will sign in and out of the visitors signing in/out book and **not left unsupervised.**

a) GATES

The Gates are locked when the children are in the nursery playground and only opened during drop-off and pick-up times

b) FRONT DOOR

All visitors are directed to the main front door

c) VISITORS BOOK

All Visitors sign in and out and complete all parts of the Visitors' Book. Unexpected or unknown visitors may be asked to make an appointment at another time. Unknown visitors may be asked to produce some form of Photographic ID to gain entry to the nursery. Visitors Badges are allocated to ALL visitors

d) DOORS

Doors to all the Departments are locked when the Gates are open. The main entrance is opened to visitors by a senior member of staff, once they have verified their details through the hatch.

e) VISITS BY PROSPECTIVE PARENTS

Parents give their name, [and child's name and DOB] address, home and mobile phone nos. and email address. Appointments are made for 'Show Around' although spontaneous ones are given in special circumstances. Prospective parents are asked to bring some form of Photographic ID with them when they visit the nursery. The nursery reserves the right to refuse entry to any persons for any reason whatsoever should they have any cause for concern or suspicion with regard to their reason for the visit.

f) VISITS BY OTHER PEOPLE

Enquiries from any other Visitors may need to be authenticated prior to entering the nursery. Any offer of FREE performances e.g. Musicians, Theatre Companies or Displays e.g. Books or Zoo Animals etc., are stringently checked and full references obtained prior to any appointment being made.

Work Experience/Placement Pupils' Details are received from their Secondary School/College and their identity is confirmed upon their arrival on the first morning.

Prospective employees are required to complete a Staff Application Form and may be asked to bring with them photographic ID when they attend for their first Interview.

g) ALL VISITORS

Visitor Appointments are included on the staff notice board so staff are aware of who is expected on the premises. Appointments for authenticated Visitors e.g. Tradesmen, outside Agencies, the L.A., other Settings etc. are recorded in the Nursery Diary, together with details of their reason for visiting (**See external agency officials below**). Visitors are accompanied at all times when on the nursery premises and NEVER left alone with a child

h) MOBILE 'PHONES

Visitors [if appropriate] are asked and reminded not to use their mobiles in the nursery.

3.3 External Agency Officials

- a) All officials must make an appointment with the nursery manager if they wish to carry out official functions or view the Nursery.
- b) All officials must present identity cards.
- c) Supervisor/Manager shall check the authenticity of identity cards by making telephone calls/enquiries as necessary.
- d) Officials coming without an appointment shall not be permitted to past the main door. However, it is down to the Manager's discretion if she feels she can permit the official to enter based on the number of staff.

3.4 Emergency situation

During an emergency situation the manager/Supervisor shall use his/her discretion and allow entry into the Nursery as required. The manager should explain emergency evacuation procedures to visitors.